



Fowlerville Community Schools

REQUEST FOR PROPOSALS FOR: Lawn Mowing and Weed Trimming Services

PROPOSALS DUE:

Monday, March 3, 2025 at 9:00 AM
Fowlerville Community Schools Central Office
7677 Sharpe Rd. Ste A
Fowlerville, MI 48836

PROJECT WALK-THROUGH: MANDATORY

Monday, February 24, 2025 at 10:00 AM
Fowlerville Community Schools Maintenance Building
7577 W. Sharpe Rd.
Fowlerville, MI 48836

CONTACT INFORMATION:

<p>Superintendent Matthew Stuard Email: stuardm@fowlervilleschools.org Phone: 517-223-6000 7677 Sharpe Rd. Ste A Fowlerville, MI 48836</p>	<p>Grounds Director Kim Hiveley Email: hiveleyk@fowlervilleschools.org Phone: 517-223-6130 7677 Sharpe Rd. Ste A Fowlerville, MI 48836</p>
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NO ORAL, TELEPHONIC, TELEGRAPHIC OR FACSIMILE PROPOSALS WILL BE ACCEPTED.

NO PROPOSALS WILL BE ACCEPTED AFTER 9:00 AM ON 3/3/2025.

NOTICE IS HEREBY GIVEN THAT THE BOARD OF EDUCATION OF FOWLerville COMMUNITY SCHOOLS WILL RECEIVE SEALED BID PROPOSALS UNTIL **3/3/25 at 9:00 AM** AT THE CENTRAL OFFICE OF FOWLerville COMMUNITY SCHOOLS. THE BOARD, OR ITS DESIGNEE, WILL OPEN AND READ EACH RECEIVED BID AT A COMMUNITY MEETING AT **9:30 AM ON MONDAY, March 3, 2025.**

Location for bid opening:
Fowlerville Community Schools Maintenance Building
7577 W. Sharpe Rd.
Fowlerville, MI 48836

PROJECT SCOPE:

The proposal is to perform lawn mowing and weed trimming services on school properties during the 2025 season. The work will include the following:

1. The Contractor shall furnish all labor, materials, and equipment necessary to perform the lawn mowing and weed trimming tasks.
2. The Contractor shall verify the areas, sizes, and quantities of the surfaces to be maintained and it shall be the Contractor's responsibility to provide all services required.
3. Contractor shall mow the grass every seven (7) days, or as weather permits. Contractor shall trim weeds and/or grass around all buildings, street signs, lamp posts, fences, and any other obstructions to maintain a well manicured appearance. All work shall be performed between 8:00 am and 8:00 pm.
4. The Contractor shall consult with the Director of Grounds to work around schedules activities and events and adjust their schedules accordingly.
5. Work will commence on or about April 15, 2025 and continue until approximately October 15, 2025, weather dependent.
6. Mowing will be done using equipment using mulching mowers.
7. The mowing operations shall be conducted in a manner that will not create a hazard, nor hinder, restrict or impede traffic.
8. The equipment furnished by the Contractor must be in good repair and shall be maintained so as to produce a clean, sharp cut to the grass at all times.
9. Contractor shall visually inspect for debris that may become a hazard.
10. Direct grass and weed clippings away from roadways, parking lots, sidewalks and playgrounds.
11. Under no circumstances shall Fowlerville Community Schools be responsible for any damage to the Contractor's equipment due to obstacles encountered during work to be performed under this contract.

INSTRUCTIONS AND REQUIREMENTS:

A. Proposal Submission

- Submit two (2) copies of the complete proposal to:
Mr. Matthew Stuard, Superintendent
Fowlerville Community Schools
7677 W. Sharpe Road, Ste A
Fowlerville, MI 48836
- The **lower left corner** of the envelope should be marked:
PROPOSAL FOR "2025 Lawn Mowing and Weed Trimming Services"
- Proposals must be **received no later than 9:00 AM on March 3, 2025.**
- Proposals will be reviewed based on the **lowest responsible bidder** and may be accepted in whole or in part.

B. Late Proposals

Any proposal received after the specified time will not be considered.

C. Proposal Withdrawal

Proposals may be withdrawn with written notice prior to the deadline or in person by the firm's representative.

D. Questions

All inquiries must be made no later than **3 business days** prior to the submission deadline to:

Kim Hiveley

Phone: (517) 223-6130, Email: hiveleyk@fowlervilleSchools.org

E. Proposal Review & Evaluation Criteria

The District will evaluate proposals based on:

- **Cost:** Total cost and breakdown of services.
- **Adherence to specifications:** Conformance to content and presentation.
- **Relevant experience:** Previous experience with similar projects, especially in K-12 settings.
- **Qualifications:** Qualifications and experience of the assigned team.
- **Timeliness:** Ability to complete the work on time.
- **Responsiveness:** Ability to meet quickly with District officials as needed.
- **Team compatibility:** Ability to work collaboratively with the District's team.

F. Proposal Selection

The District reserves the right to reject any or all proposals. Selection will be based on **cost, experience, and project approach.**

INSURANCE REQUIREMENTS:

Insurance: The selected contractor must provide insurance certificates for general and professional liability.

PROJECT TIMELINE:

- Bid Period: 2/17/2025 to 3/3/2025
 - Review and Award Contract: 3/3/2025 to 3/7/2025
 - Project Start: On or about 4/15/25
 - Project Completion: On or about 10/15/25
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By submitting a proposal, the contractor agrees to comply with all specifications and requirements set forth in this Request for Proposal.

Fowlerville Community Schools

Perform lawn mowing and weed trimming services on school properties.

I. CONTRACTOR INFORMATION

The following information will be considered by the District for the purpose of determining the Contractor's "responsibility" and present capability to perform the work. The District's determination is not limited to the information below or any other information required by this RFP.

Name of Firm: _____
Year Established _____
Address: _____
Telephone Number: _____
Facsimile Number: _____
Contact Person Email Address: _____

A. Business Organization

1. Individual _____ Partnership _____ Corporation _____ Other _____

2. Identify the number of years the firm has provided the type of improvements required herein, and provide a brief history of the firm's experience with the required work.

3. List the firm's officers and the staff that will be dedicated to this project.

4. Provide the hourly rate for firm personnel in the event they provide Additional Services (i.e., services beyond the originally agreed scope of the project).

5. List any subcontractors or sub-consultants you propose using to provide services.

Firm Name City/State Specialty # of years

1.

2.

3.

4.

6. What is your firm's present workload? Provide a list of all scheduled and unscheduled construction projects currently being handled by your firm, including an indication of approximate cost and percentage of completion for each project.

7. What is your General Liability Insurance coverage:

- i. Total amount of protection provided.
- ii. Amount of deductible, if any.
- iii. Name, address, phone # and contact the person of the Insurance Company.

8. What is your Professional Liability coverage, if any:

- i. Total amount of protection provided.
- ii. Amount of deductible, if any.
- iii. Name, address, phone # and contact the person of the Insurance Company.

9. Within the last 5 years have you had litigation, arbitration or a claim filed against or settled with your company by a client (in the educational market or otherwise) or have you filed the same against any other client? If yes, explain each in detail.

10. Has your firm ever been terminated, for cause or for convenience, prior to completion of a project or has your firm ever terminated a contract, for cause or for convenience, prior to completion of a project? If yes, please explain.

B. Approach to Services

1.. Discuss the method of on-site observation and project management you will use for our Project, and how you will ensure a prompt response should the same be required.

2. Add any additional information about your design and/or construction approach that you will use for this Project that you believe to be exceptional.

II. PROJECT DESCRIPTION

A. Project Outline

Fowlerville Community Schools is seeking proposals for lawn mowing and weed trimming services for the Fowlerville Community Schools properties. The scope of work for this project includes the following key components:

1. **Furnish all labor, materials, and equipment necessary to perform lawn mowing and weed trimming.**
2. **Mow the grass every seven (7) days, or as weather permits. Trim weeds and/or grass around all buildings, street signs, lamp posts, fences, and any other obstructions to maintain a well manicured appearance. All work shall be performed between 8:00 am and 8:00 pm.**
3. **Work will commence on or about April 15, 2025 and continue until approximately October 15, 2025.**

B. Contract Terms

The District will enter into a single (1) contract with the selected contractor. The District will not issue separate contracts with any trade contractors or sub-consultants for the work, as all services and deliverables will be managed under the main contract.

Fowlerville Community Schools

REQUEST FOR PROPOSAL FOR PROPOSAL SUMMARY

This proposal has been prepared to provide the District with all the information requested in the RFP. The undersigned certifies that the RFP has been carefully examined and that the proposal contained herein meets or exceeds the scope of services as outlined herein and that any items that have been deleted from and/or added to the requested scope of services (including, but not limited to, the proposed contract language) are clearly noted as follows:

Signed this ____ day of _____, 202__.

Firm Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

If a corporation, indicated State of incorporation and affix seal.

Attest: _____

By: _____

ATTACHMENT "A"
[Familial Disclosure Statement]

AFFIDAVIT OF STATE OF MICHIGAN, COUNTY OF Fowlerville by _____
(insert name of affiant)

_____ makes this Affidavit under oath and states as follows:
(insert name of affiant).

1. I am a/the:
President / Vice-President / Chief Executive Officer / Member / Partner / Owner / Other (please specify)
_____ of _____ [insert name of contractor], a bidder for
Fowlerville Community Schools.

2. I have personal knowledge and/or I have personally verified that the following are all of the
familial relationships existing between the owner(s) and the employee(s) of the aforementioned
contractor and the school district's superintendent and/or board members: _____

3. I have authority to bind the aforementioned contractor with the representations contained
herein, and I am fully aware that the school district will rely on my representations in
evaluating bids for the required services.

4. I declare the above information to be true to the best of my knowledge, information and
belief. I could completely and accurately testify regarding the information contained in this
affidavit if requested to do so.

_____ Dated: _____ (signature of
affiant)

Subscribed and sworn before me in _____ County, Michigan, on the ___ day of
_____, 202____ (signature)
_____ (printed) Notary public, State of Michigan,
County of _____ My Commission expires on _____ Acting in
the County of _____

ATTACHMENT "B"
[Iran Economic Sanctions Act Certification]

I am the _____ of _____, or I am bidding in my
Title Bidder
individual capacity ("Bidder"), with authority to submit a binding bid for lawn mowing and weed
trimming services for Fowlerville Community Schools. I have personal knowledge of the matters
described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et
seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that
submission of a false certification may result in contract termination, ineligibility to bid for three (3)
years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related
investigation and legal costs.

(signature)

(printed)

(date)

Attachment "C"

BID SHEET

Furnish labor, materials, and equipment necessary to perform lawn mowing and weed trimming to start _____ (enter date) Total cost for all work, warranties and materials \$ _____

Please list any conditions not met as described:

Please list any Voluntary Alternates and details below: